



## Driving Responsibilities Form

Every employee who drives a corporate or personal vehicle on Imagine! business must maintain a valid driver's license. Additionally, employees driving personal vehicles on business must maintain current liability insurance in the minimum amount of \$300,000/\$100,000. Furthermore, employees driving Imagine! vehicles waive the right to submit mileage expenses for reimbursement (only when driving Imagine! vehicles).

Employees who drive on Imagine! business must meet Imagine! driving requirements, and must report to Human Resources any convictions for driving violations. This includes minor violations, such as speeding tickets, as well as major violations, including DUI's or the suspension of a driver's license. This must be reported by the start of the next business day after the conviction or suspension. If an employee's driver's license is suspended for any reason, the employee must cease driving for Imagine! business until the license is reinstated. Failure to immediately and voluntarily report such convictions or suspensions may result in disciplinary action, up to and including termination. Imagine! reserves the right to check an employee's criminal and/or motor vehicle record at any time and for any reason.

By signing and dating this form, I am stating that I have a valid driver's license (if driving on Imagine! business). If I drive my personal vehicle for Imagine! business, I also have current liability coverage. I agree that any and all violations of this policy may result in my discipline up to and including termination.

It is not in my job requirements, and I will not drive on Imagine! business.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_